

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, April 28, 2021. The meeting was held on the Citrus Campus.

Members Present: Bobby Durrance, Chair  
Rusty Branson  
Joyce Brancato  
Gabe Bullaro  
James D. Henningsen, Board Secretary  
Robert Batsel, College Attorney

Members Absent: Bill Edgar, Vice Chair

Chris Knife, Chuck Prince, Mark Paugh, Saul Reyes, Vernon Lawter, Alton Austin, Allan Danuff, Robert Reynolds, Jennifer Fryns, Jessica McClain, Lois Brauckmuller, Jillian Ramsammy, Berry Davis, Tina Banner, Sonya Warden, Rachel Cote, Sarah Eshleman, Katie Hunt, Mary Ann Begley, Tom Ivy, Edith Ramlow, Madison Pensinger, Gabriel Doty, Josiah Webb, and Sherri Hinkle

The Chair reported that the meeting had been properly noticed, the agenda was available one week prior to the meeting and there was a quorum present.

The Chair asked if there was anyone in the audience that wished to address the Board. As there was no public comment, the Chair moved on to the next agenda item.

Dr. Henningsen recognized Citrus leadership students Madison Pensinger (President), Gabriel Doty (Vice President), and Josiah Webb, (Secretary).

The minutes of the March 24, 2021 District Board of Trustees meeting.

**Recommend Board approval of the following:**

**Full -Time Positions:** That the record indicates that the following person(s) were authorized by the President to fill the following full-time position(s) by funding source:

**Operating Fund 1:**

Yakaski, Cynthia E. – Payroll Specialist – Payroll – April 16, 2021

**Grants and Contracts – Fund 2:**

None this reporting period.

**Auxiliaries – Fund 3:**

None this reporting period.

**Reorganizations:**

None this reporting period.

**Adjunct Instructors:** That the following persons be appointed to teach credit courses on a term-by-term basis as needed:

Bryan, Robert D. Chew, Larry P.

**CALL TO ORDER**

**PRESENT**

**ABSENT**

**OTHERS IN ATTENDANCE**

**PUBLIC COMMENT**

**RECOGNITION**

**CONSENT AGENDA**

**Minutes**

**Personnel Report**

**Instructors, Hourly – Non-Credit:** That the following persons be appointed to teach non-credit Continuing Education Criminal Justice, Public Service or Corporate Training courses on an as-needed basis:

None this reporting period.

**Temporary Part -Time Career Service: OPS:**

Bryan, Robert D.                      Gonzalez Maysonet, Keila E.                      Soares, Briana M.

**Temporary Part -Time Hourly:** That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$8.56:

Bruno, Leeroy S.                      Flood, Mikalia C.                      Witkovich, Isabella F.  
Eastman, Shelby L.

**Notification of engagement in outside employment or extra college activities:**

None this reporting period.

**Retirements:** That the following individual(s) be approved for retirement:

Anderson, Maureen M. – Director – Financial Aid – April 30, 2021  
Blakeman, Carol A. – Faculty – Associate Degree Nursing – Health Sciences – March 11, 2021  
Gesner, David E. – Faculty – EMS – Health Sciences – August 15, 2021  
Grady, John J. – Facilities Worker – Facilities – Citrus Campus – May 31, 2021

**Resignations:**

Balboni, Kathleen D. – Coordinator – Finance Services – Appleton Museum of Art – April 30, 2021  
Gonzalez-Vazquez, Griselle E. – Gift Shop & Visitor Services Specialist – Appleton Museum of Art – April 30, 2021  
Kirby, Kaitlin R. – Student Activities/Outreach Coordinator – Student Affairs – Citrus Campus – April 15, 2021  
Kutz, Dylan M. – Trades Technician – Facilities – April 30, 2021  
Mayer, Justin R. – Coordinator – Maintenance – Facilities – Citrus Campus – March 19, 2021  
Wallace, Maraci A. – Academic/Technology Specialist – Business & Technology – April 1, 2021

**Terminations:**

None this reporting period.

**Separation from the College due to end of temporary appointment:**

None this reporting period.

**Separation from the College due to end of grant funding:**

None this reporting period.

**Separation from the College due to Leave of Absence:**

None this reporting period.

**Separation from the College due to Elimination of Position:**

Ballard, Madelyn H. – Counseling & Community Resources Coordinator – Student Services – April 30, 2021

**Completion of 90-Day Observation Period:** The following employee(s) successfully completed the required 90-day observation period:

None this reporting period.

The Board was asked to approve the disposal of 13 items of surplus property valued at \$13,642.66 in accordance with applicable state law, State Board of Education rules, and Board policy.

At the March meeting, the Curriculum Committee recommended several course and program modifications, which the President has recommended for approval.

The Board was asked to ratify approval of one (1) Health Care Affiliation & Internship Agreement and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

The Board was asked to ratify approval of two (2) Agreements for Services of International Independent Contractors gives authorization to the Board Chair to sign the agreements on behalf of the College of Central Florida.

The Board was asked to ratify approval of the Appleton Museum of Art Loan Agreement with Susan Martin “Susan Martin Paintings” and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

The Board was asked to approve the renewal of an inter-institutional articulation cooperative agreement with the School Board of Citrus County that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of an inter-institutional articulation cooperative agreement with the School Board of Levy County that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of an inter-institutional articulation cooperative agreement with the School Board of Marion County that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the 2020-2021 Equity Report and gives authorization to the Board Chair to sign the 2020-2021 Equity Report on behalf of the College of Central Florida.

The Chair presented the Consent Agenda for approval. Upon a motion by Joyce Brancato, seconded by Rusty Branson and unanimously carried, the Board approved the items on the Consent Agenda. Copies of all materials relating to this portion of the agenda are on file in the President’s office.

**Property  
Donations/Dispositions**

**Curriculum Changes**

**Health Care Affiliation &  
Internship Agreements**

**Agreement for Services of  
International Independent  
Contractors**

**Appleton Museum of Art  
Loan Agreement**

**School Board of Citrus  
County – Inter-institutional  
Articulation Cooperative  
Agreement 2020-2021 –  
Renewal**

**School Board of Levy  
County – Inter-institutional  
Articulation Cooperative  
Agreement 2020-2021 –  
Renewal**

**School Board of Marion  
County – Inter-institutional  
Articulation Cooperative  
Agreement 2020-2021 –  
Renewal**

**2020-2021 Equity Report**

**Approval of Consent  
Agenda**

**PRESENTATION**

Lois Brauckmuller, Director of Marketing, Public and Community Relations, provided a 2020-2021 Digital Media Strategy presentation. Highlighted were the multi-platform campaigns being utilized to reach students as well as digital displays, the use of targeted Google ads with specific terms, and social media and streaming services. Also shared were details on demographics, email marketing and the multi-platform Rapid Credential campaigns. The Marketing and Public Relations team garnered a total of 24 awards from the Association of Florida Colleges Communications and Marketing Commission, National Council for Marketing and Public Relations, and the Florida Public Relations Association in 2020-2021.

**Digital Media Presentation**

The Board was asked to approve the Recommendation for Award – Debris Removal, Disaster Recover/Mitigation, Debris Monitoring. Upon a motion by Rusty Branson, seconded by Gabe Bullaro and unanimously passed, the Board approved the Recommendation for Award – Debris Removal, Disaster Recover/Mitigation, Debris Monitoring.

**OTHER BUSINESS**

**Recommendation for Award – Debris Removal, Disaster Recover/Mitigation, Debris Monitoring**

The Board was asked to approve the 2020-2021 Annual State Requirements for Educational Facilities (SREF) Report – Fire, Safety Sanitation and Casualty Inspection. Upon a motion by Joyce Branson, seconded by Rusty Branson and unanimously passed, the Board approved the 2020-2021 Annual State Requirements for Educational Facilities (SREF) Report – Fire, Safety Sanitation and Casualty Inspection.

**2020-2021 Annual State Requirements for Educational Facilities (SREF) Report – Fire, Safety Sanitation and Casualty Inspection**

Chuck Prince, Vice President of Administration and Finance, reviewed the highlights and variance analysis of the Monthly Financial Summary Report of revenues and expenses for the periods ended March 31 for the comparative fiscal years 2019-2020 and 2020-2021. The report also included additional financial information about all operating funds at the college. The Chair acknowledged receipt of the reports on behalf of the Board.

**ACKNOWLEDGE RECEIPT**

**Financial Information – Monthly Financial Summary Report**

Chuck Prince, Vice President of Administration and Finance, provided an update on Higher Education Emergency Relief Funds (HEERF). The Chair acknowledged receipt of the report on behalf of the Board.

**Higher Education Emergency Relief Funds**

Chuck Prince, Vice President of Administration and Finance, reviewed the highlights of the Auditor General Report No. 2021-191 – Financial Audit. This report is a Financial Audit for the Fiscal Year ending June 30, 2020. An Executive Summary was distributed at the meeting. The college had a perfect audit.

**FOR INFORMATION ONLY**

**Auditor General Report No. 2021-191 – Financial Audit**

Chuck Prince, Vice President of Administration and Finance, the highlights of the Overview of Auditor General Report No. 2021-182 – State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for the Fiscal year ending June 30, 2020. The audit findings were reviewed.

**Overview of Auditor General Report No. 2021-182 – State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards**

Dr. Vernon Lawter, Vice President, Regional Campuses, provided an update on the Citrus Campus to include the return of dual enrollment to campus, a new learning opportunity for the Learning Resources Center, and faculty retirements. Additionally, CF has secured an initial grant from Citrus County totaling \$40,000 for a proposed Respiratory Therapy program. Additional requests

**Citrus Campus Update**

for \$160,000 to the county have been made along with a \$200,000 request from the Citrus County Community Charity Foundation. Facilities continues to update buildings 2 and 3, community engagement is moving forward with events such as the Manatee Festival, and Citrus will host hundreds of local high school students in May taking their AP exams.

Jessica McClain, Director of Government Relations and Special Assistant to the President, presented a legislative update to the board. Session is expected to end on Friday. Legislators were presented with the budget today and it is now in a 72-hour resting period. Additionally reviewed was legislation that passed and failed such as ASN for tech colleges, charter school authorizers, and intellectual freedom.

There were no comments from the board Chair or trustees.

Dr. Henningsen presented the President’s Report to the board which included recognition from the Florida College System, an operational update, highlights from Academic Affairs, the CF Foundation, Marketing and Public Relations, Enrollment Management and Student Affairs, and the Appleton Museum of Art.

**Next Board Meeting.** Our next meeting will be held **Wednesday, May 26, 2021 at 3 p.m.** on the Ocala Campus.

There being no further business to come before the Board, Chair Bobby Durrance declared the meeting adjourned at 4:16 pm.

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Robert E. Durrance, Chair

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James D. Henningsen, Secretary

**Legislative Update**

**BOARD CHAIR/  
TRUSTEE COMMENTS**

**PRESIDENT’S REPORT**

**Next Board Meeting**

**ADJOURNMENT**